

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – BOARD OF ADJUSTMENT**

**Strategic Plan Alignment:** Sustainable Development and Organizational Excellence

**Purpose:** To hear variances to La Plata County’s Land Use System of special exceptions and appeals.

**Duties:**

- a. To hear and decide appeals by an aggrieved party where it is alleged by the appellant that there is an error in any order, requirement, decision or refusal made by an administrative official;
- b. To hear and decide requests for variances and special exemptions.

*Full Resolution creating the Board of Adjustment can be found in the La Plata County Code: Chapter 66, Article II, Section 66-21 through 28*

**Qualifications:**

1. Two members are obtained from the Planning Commission;
2. Members must be residents of La Plata County.

**Personal Commitments:**

1. To attend all meetings of the Board of Adjustment unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Board of Adjustment;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Board of Adjustment members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one’s service in this position;
10. To conduct myself in accordance with the Board of Adjustment’s adopted rules of procedure;
11. To honor and comply with the La Plata County Code of Ethics Policy (attached);
12. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_